



THE UNIVERSITY *of*
NEW ORLEANS

INVITATION TO BID

**BID NAME AND NUMBER:
COMPUTER PRINTER AND COPIER MAINTENANCE
BSV2735**

**BID OPENING TIME AND DATE:
March 22, 2023 2:00 pm**

**BUYER:
Susan Varble
sfvarble@uno.edu**

RETURN ALL BIDS TO THE FOLLOWING ADDRESS:

**Purchasing Office
Administration Annex 1004G
University of New Orleans
2000 Lakeshore Drive
New Orleans, Louisiana 70148
Phone: (504) 280-6171
Fax: (504) 280-6297**

General Instructions to Bidders

1 Invitation to Bid

Bids for the following items and/or services specified are hereby solicited, and will be received by the Purchasing Office until the stated bid opening time and date and then publicly opened.

2 Authority to Sign

Bids must be signed by a person authorized to bind the vendor. In accordance with R. S. 39:1594(C)(4), the person signing the bid must be: 1) A current corporate officer, partnership member or other individual specifically authorized to submit bids as evidenced in appropriate records on file with the secretary of State; or 2) An individual authorized to bind the vendor, as evidenced by a corporate resolution, certificate, or affidavit; or 3) other documents indicating authority which are acceptable to the University.

3 Read Solicitation

Read the entire solicitation, including all terms, conditions, and specifications.

4 Corrections

All bids should be returned on the forms furnished and must be typed or written in ink. Any corrections or erasures must be initialed by the bidder.

5 Delivery of Bids

Bids may be submitted in person or by mail. The mailing address and e-mail address are listed on the cover sheet. Bids delivered in person or by mail should be placed in a sealed envelope and marked with the bid name and number, the bid opening time and date, and the name and address of the bidder. The same information should be affixed to any additional materials sent as a part of the bid submission.

6 Bid Alterations

Alterations to bids will be accepted provided both the bid and alterations have been received in the Purchasing Office prior to bid opening time and date.

7 Late Bids

Late bids will not be accepted and will be returned unopened. Each bidder is solely responsible for the timely delivery of its bid. The University will not be responsible for any delay in the delivery of bids.

8 Delivery/Freight Charges

Bid prices will include all delivery/freight charges paid by the vendor, F.O.B., UNO, inside delivery, New Orleans, La, unless otherwise stated in the specifications. Any invoiced delivery charges not quoted and itemized on the UNO purchase order are subject to rejection and non-payment.

9 Taxes

Vendor is responsible for including all applicable taxes in the bid price. The University

of New Orleans is exempt from all Louisiana state and local sales and use taxes. By accepting an award, all firms acknowledge their responsibility for the payment of all taxes duly assessed by the State of Louisiana and its political subdivisions for which they are liable.

10 Payment

Assuming there is no prompt payment discount provision, payment will be made within thirty (30) days from receipt of products in satisfactory condition, or within thirty (30) days from date of invoice, whichever is later. Delinquent payment penalties are governed by L.R.S. 39:1695. Vendor penalties to the contrary shall be null and void, shall have no legal force, and shall not be recognized by the University in any dispute.

11 Acceptance

Only the issue of a purchase order or a signed acceptance of a proposal constitutes acceptance on the part of the University.

12 Number of copies

Each bidder should submit one original response (clearly marked as original) and one (1) additional bid copy.

Bid Signature

By signing this bid, the bidder certifies compliance with all general instructions to bidders, terms, conditions, and specifications, and further certifies that this bid is made without collusion or fraud.

Bidder (Company Name)

Mailing Address

Authorized Signature

City, State, Zip Code

Printed Name

Phone Number

Title

Fax Number

E-Mail Address

Federal Tax ID #

Standard Terms and Conditions

These standard terms and conditions apply to all UNO solicitations, unless otherwise specifically amended and provided for in the special terms and conditions, specifications, or other solicitation documents. In the event of a conflict between the General Instructions to Bidders or Standard Terms & Conditions and the Special Terms & Conditions, the Special Terms & Conditions shall govern.

Auditors

Bidders agrees that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors and/or the University's auditors will have the option of auditing all accounts of the Bidder which relate to this purchase.

Award

Award will be made to the lowest responsible and responsive bidder. The University reserves the right to award the items, separately, grouped, or on an all-or-none basis, and to reject any or all bids and to waive any informalities including technicalities in specifications that would preclude competition.

All solicitation specifications, terms, and conditions will be made part of any subsequent award as if fully reproduced and included therein, unless specifically amended in the formal contract.

Bidder Inquiries

If a bidder is in doubt as to the meaning of any part of a solicitation, bidder may submit a written request for interpretation to the Buyer of Record. Requests must be received in the Purchasing Office no later than Thursday, March 9th, 2023. Any interpretation of the documents will be made by Addendum only, issued by the Purchasing Office, and a copy of such Addendum will be sent to all known bidders. The University will not be responsible for any other explanation of the documents.

Contrary Terms and Conditions

Submittal of any terms and conditions contrary to those contained within this solicitation may cause your bid to be rejected. By signing this bid, vendor agrees that any terms and conditions which may be included in their bid are nullified.

Equal Employment Opportunity Compliance

By submitting and signing this bid, vendor agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Executive Order 11246, Rehabilitation Act of 1973, as amended; the Vietnam Era Veteran's Readjustment Assistance Act of 1974; Title IX of the Education Amendments of 1972; the Age Act of 1975; the Americans with Disabilities Act of 1990. Vendor agrees not to discriminate, and to render services without regard to race, color, religion, sex, age, national origin, veteran status, political affiliation, handicap, disability, or other non-merit factor. Failure to comply shall be grounds for termination of any contract entered into as a result of this solicitation.

Equivalency

Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for any brand that meets or exceeds the quality of the specifications listed for any item. Bidder must state the brand/model he or she is bidding on each item. Bids not specifying brand and model number will be considered as offering the exact product specified in the solicitation.

It will be the sole responsibility of the Bidder to prove equivalency. Bidder will submit with the bid all illustrations, descriptive literature, and specifications necessary to determine equivalency. Failure to do so may eliminate the bid from consideration. The decision of the University as to equivalency will be final.

Governing Law

This purchase shall be construed in accordance with and governed by the laws of the State of Louisiana.

Louisiana Preference

A preference will be given to materials, supplies, and provision produced, manufactured, assembled, grown, or harvested in Louisiana, quality being equal to articles offered by competitors outside of the state. However, it will be the bidder's sole responsibility to indicate on his bid response which items were (or would be) produced, manufactured, assembled, grown, or harvested in Louisiana. Bidder must be able to provide satisfactory evidence to support preference claim if requested by the University. The enclosed Louisiana Preferences **must** be returned as a part of this bid.

Legislators Prohibited

According to LAS-R.S. 42:113(D)) the University is prohibited from entering into any contract or subcontract with a legislator or person who has been certified by the Secretary of State as elected to the Legislature or spouse of a legislator, or any corporation, partnership, or other legal entity in which the Legislator or his/her spouse owns an interest, except publicly traded corporations. Each bidder **must** return the enclosed Disclosure Form as a part of his bid.

New Products

All products are to be new, current model, and of best quality as measured by accepted standards of the trade. Remanufactured, demonstrator, used, or irregular products **must** be approved. Toner cartridges provided may be new or fully remanufactured with a refurbished case and all new parts (see Specifications of the Toner Cartridges Provided section in this bid document).

Warranty

The manufacturer's standard published warranty and provision will apply, unless more stringent warranties are otherwise required by UNO and specified in the solicitation. In such cases, the bidder and/or manufacturer will honor the specified

warranty requirements, and bid prices will include any premium costs of such coverage.

DISCLOSURE FORM

EACH BIDDER IS TO DISCLOSE THE FOLLOWING INFORMATION BY ANSWERING YES OR NO TO THE FOLLOWING QUESTIONS:

1. Is the bidder a legislator or person who has been certified by the Secretary of State as elected to the Legislature? _____
2. Is the bidder a spouse of a legislator? _____
3. If the bidder is a corporation, partnership, or other legal entity, does a legislator or his spouse own any interest in that corporation, partnership or other legal entity? _____
4. If the bidder is a corporation, is it a publicly traded corporation? _____

LOUISIANA PREFERENCES

FAILURE TO SPECIFY BELOW INFORMATION **WILL** CAUSE ELIMINATION FROM PREFERENCE.

Preferences shall not apply to service contracts.

In accordance with the Louisiana Revised Statutes 39:1595, a preference of 10% may be allowed for products produced, manufactured, grown or assembled in Louisiana of equal quality.

Do you claim this preference? YES _____ NO _____

Specify Item Numbers:

Specify location within Louisiana where this product is produced, manufactured, grown or assembled:

Do you have a Louisiana Business workforce? YES _____ NO _____

If so do you certify that at least fifty percent (50%) of your Louisiana business workforce is comprised of Louisiana residents?

YES _____ NO _____

SPECIFICATIONS

The University desires to establish an on-site computer maintenance contract for unscheduled (time and materials) services. An additional option offered to University departments will be printer and copier maintenance (including parts, labor, travel and maintenance kits) at no charge with the use of toner cartridges provided by the Contractor. All sections will be awarded to the responsive and responsible bidder with the overall best pricing who meets all specifications of this Invitation to Bid. Both options must be offered by the successful bidder without use of sub-contractors.

Please complete all blank spaces of this Invitation to Bid in the denominations requested without additional lines added or qualifying statements. This is required to permit "apples to apples" comparison of bid proposals.

TERM OF CONTRACT

The contract for services will run from July 1, 2023 through June 30, 2024, with four consecutive one-year options to renew under the same terms and conditions if mutually agreeable. Pricing may be adjusted only as noted herein. The successful bidder will be notified following award of the bid, so that marketing of maintenance services as described herein may begin prior to the July 1 start date.

QUALIFICATIONS OF CONTRACTOR

The University of New Orleans reserves the right to make any inquiries and investigations it deems necessary to determine the capability and responsibility of any Bidder to perform the contract work. The Bidder shall furnish all information and data requested by the University for this purpose. Failure of any Bidder to promptly provide information in connection with any inquiry may be grounds for rejection of their proposal without further consideration.

The Bidder's company must have a minimum of three year's experience with on-site computer/printer maintenance as specified herein for organizations of a similar or larger scale based on volume of equipment covered.

Bidder must have the ability to obtain OEM parts for major brands of computer equipment, including, but not limited to Hewlett Packard, Dell and other printers; Dell, Apple, and HP PCs and peripherals; Dell, HP and other laptops. The successful bidder will be requested to document their ability to do so.

Bidders should provide with their bid a company profile including, but not limited to, the following:

- Description and history of the company including the year the company was formed

- The total number of employees
- The number of technicians qualified as specified herein available for service in the New Orleans area
- The total number of years of experience in providing on-site computer maintenance
- The number of organizations for which maintenance is currently being provided
- Any other information the bidder deems appropriate for consideration of qualifications to perform the work

REFERENCES

The bidder should provide with the bid a minimum of three (3) references where on-site computer maintenance service has been provided for organizations of a similar or larger scale based on volume of equipment serviced. This list should include the name of the organization, the mailing address, the telephone number (including area code) and the name of the contact person, and the major types of equipment (servers, PCs, printers) serviced with approximate number of each type. Also list major brands serviced for each reference.

QUALIFICATIONS OF TECHNICIANS

All technicians servicing the University must have a minimum of three years' experience maintaining computer hardware in a TCP/IP networked environment. There must be at least one back-up technician with the same experience and certification for service in event of illness or vacation of the primary technician.

The following certifications and training are required for the technicians to be assigned to servicing this contract with UNO:

- A+ Hardware or A+ Networking Certified
- OEM Hardware Certification and Training Certificate for Dell Computers, preferably with the ability to do Dell warranty work, reimbursable by Dell
- Proof of proficiency in the form of history of having worked on the following equipment:
Apple and HP PCs
HP Printer Certification on current printers

The winning bidder may be requested to provide resumes of technicians to be assigned to the UNO contract, including copies of current certifications, before work begins. If a particular technician does not have all required training at the time of the bid proposal, but will get the training after award of bid and before work begins, July 1, a statement confirming same will be acceptable. However, that technician cannot begin work on this contract until proof of certifications are received.

COMPUTER HARDWARE AND PERIPHERALS TO BE SERVICED

Hardware to be serviced includes, but is not limited to, departmental desktop PCs, laptop computers, laser and ink jet printers, and network printers. The majority of PCs are Dells purchased with 5-year warranties, 4-year on surface and 3-year on apple and will not be covered by this contract in their respective warranty periods. Most laser printers purchased are Hewlett Packard printers with 1-year warranties. Configuration of software is included only as it relates to hardware problems.

Not included: The University Administrative servers and network devices are maintained by manufacturer's support or in-house staff.

SERVICE AVAILABILITY

The technician must be available from 8:00 a.m. until 5:00 p.m. Monday through Friday excluding official University holidays. The University is usually closed on Independence Day, Labor Day, Thanksgiving Thursday and Friday, December 24 through January 1, Martin Luther King Day, Mardi Gras Day, Good Friday, and Juneteenth. These holidays are subject to change each fiscal year.

LOCATION OF SERVICES

Maintenance services may be required at the following UNO locations:

These locations and any UNO office within one mile of these locations are not eligible for travel charges on unscheduled maintenance:

- UNO Lakefront Campus, 2000 Lakeshore Drive, New Orleans
- UNO East Campus: Lakefront Arena, 6801 Franklin Ave., New Orleans
- Technology & Research Park: CERM Building 2045 Lakeshore Drive, and ATC Building, 2021 Lakeshore Drive

Additional locations may be added as needed.

The majority of equipment (estimated 95% plus) is located at the Lakefront Campus.

SECTION 1 – UNSCHEDULED MAINTENANCE

TIME AND MATERIALS REPAIR

RESPONSIBILITIES OF THE CONTRACTOR

The Contractor will provide on-call, time and materials service on computer and printer hardware and network support.

The Contractor will physically respond to requests for repair from departments with their best effort to repair as quickly as possible, typically the same day or, if parts must be ordered, the same day as parts are obtained. In the case of requests left on voice mail, a return telephone acknowledgement of the request must be made within 2 hours.

The Contractor will provide free telephone estimates regardless of location.

The Contractor will provide free on-site estimates for departments located at the Lakefront campus and those locations listed under the section titled "Location of Services".

The Contractor will provide free on-site estimates for departments listed under the section titled "Location of Services", but may charge travel as specified.

The Contractor will provide repair parts, install, repair and configure as required to make equipment operational at the pricing and rates as quoted below with warranties as noted herein.

The Contractor will install parts provided by the departments (not purchased from the Contractor) at the hourly rate. No warranty other than manufacturer's warranty will apply in this case.

Minor installations of equipment purchased from Contractor requiring less than ¼ hour (such as keyboards, mice, printers, etc.) should be provided free of charge for locations at the Lakefront campuses listed under the section titled "Location of Services".

PRICING PARTS

All parts provided must be OEM acceptable. In order to eliminate a scenario of charges for repair parts based on "the cost plus per cent of cost", the University requires the following pricing method:

All parts will be provided at the Contractor's cost based on reasonable open market pricing. The University reserves the right to review invoices. The successful bidder may be asked to provide a list of suppliers.

When a service call requires parts to be ordered for repair, an administration fee for that service call may be charged. No charge for an administration fee may be made for a service call that does not require parts to be ordered.

Shipping for parts will be billed at actual cost. Shipping will be at ground shipping rates, unless requested by department to ship overnight.

LABOR

A minimum of one-half hour (1/2) labor may be charged beginning from the time of arrival at the service location. Labor to be charged in one-fourth (1/4) hour increments after the first half-hour.

No travel time may be billed for labor at the Lakefront locations listed under the section titled "Location of Services".

Pricing for the Unscheduled portion of this Invitation to Bid will not be changed during the initial contract year. Any price increase must be based on documented increased costs and may not be greater than the Consumer Price Index (All Urban Consumers, Current Series) average increase for the prior 12 months. The University reserves the right to approve or disapprove any price increases.

ITEM

Labor on PCs, laptops and printers \$_____ per hour

Administration fee per service call that includes ordered parts, if any \$_____

Expressed as a flat fee not to exceed \$15.00

(Please do not use an amount expressed as a % of cost)

Fixed rate round trip travel charges to sites away from Lakefront campuses, if any
(Please provide a fixed rate and not times related to hourly rates)

Locations in Orleans Parish \$_____

MINIMUM WARRANTIES FOR UNSCHEDULED MAINTENANCE

Minimum warranties for unscheduled repairs will be:

90 day warranty on computer parts and labor except memory

120 day warranty on laser printer parts

Lifetime warranty for memory

Warranties offered by bidder (if in excess of the minimum requirements)

Parts and labor on repairs other than memory and laser printer parts _____

Computer memory _____

Laser printer parts and labor _____

PAYMENT TERMS

The Contractor will issue a work ticket to the department at the time repairs are completed, itemizing labor time and rate, travel and parking charges if applicable, cost of parts, shipping, parts administration fee if applicable. A department employee will sign the ticket and indicate the budget account to be charged.

A copy of this receipt will be left with the department. The budget number and the name of the person signing the receipt must be legible. Any receipt without a budget number will not be paid. Within seven days of the end of each month the Contractor will submit an invoice electronically by email in Excel format to the designated representative of University Computing and Communications. It will contain the details of each purchase, including date, department, budget number, cost and name of person signing the receipt, along with a summary of all charges. A copy of each receipt must be kept on file at the Contractor's office in the event of a disputed charge. The invoice will be approved and forwarded to Accounts Payable for payment net 30.

SECTION 2-

NO CHARGE MAINTENANCE FOR PRINTERS AND COPIERS WITH PURCHASE OF TONER

Printers and Copiers that are using toner cartridges purchased from the bidder will be serviced with on-site preventive maintenance and repair at no additional charge.

RESPONSIBILITIES OF THE CONTRACTOR

Perform preventive maintenance once a year at no charge on covered printers with purchase of toner.

Provide copiers, free of rental charges, with purchase of toner. Copiers will be chosen by individual departments. Upon, mutual agreement, the contractor may offer printer, free of rental charges, with purchase of toner.

Printer and copier PM will include, but not be limited to, cleaning the pads, roller, and gears, remove dust.

The Contractor will isolate or diagnose problems on covered equipment.

The Contractor will provide all parts, maintenance kits, travel costs and labor to return covered equipment to a fully operational status. Parts to be guaranteed for one year, labor to be guaranteed for one year as long as the vendor is still under contract.

The Contractor will physically respond to calls for service from departments as soon as possible, typically within 2 business hours, but no later than 4 hours. In addition to the 2 hour response time, if a request for service is left as a voice mail, return telephone acknowledgement of the request should be within 1 business hour and no later than 2 hours.

Repairs are to be effected within 24 hours, same time next business day, on all covered equipment.

The Contractor will provide a loaner unit if repair cannot be effected within this 24 hour period.

The Contractor may choose to permanently replace a piece of equipment with a similar and equivalent item, rather than repair it. In that case, for purposes of inventory control the Contractor must notify the University's Property Control Department. Any temporarily loaned equipment must be clearly marked as the property of the Contractor.

SPECIFICATIONS OF THE TONER CARTRIDGES PROVIDED

Toner cartridges provided may be new or fully remanufactured with a refurbished case and all new parts. They must meet the specifications for new OEM cartridges in density and page yield. Cartridges must be available to be compatible with HP, Canon, Dell, Brother, and other brands.

Attachment A is a list of the most popular toner cartridges used on campus, but is not inclusive. Other brands and models must be provided within a similar discount from the new OEM list price for that brand and model. Complete the cost per cartridge for the items on this list inclusive of maintenance. Vendor must bid on at least 90% of the models listed.

PRICING

Pricing as quoted in this Invitation to Bid will not be changed during the initial contract year. Any price increase must be based on documented increased costs and may not be greater than the Consumer Price Index (All Urban Consumers, Current Series) average increase for the prior 12 months. The University reserves the right to approve or disapprove any price increases. Additional items may be added, at a mutually agreeable price at the time of renewal.

PAYMENT TERMS

The Contractor will issue a receipt to the department at the time toner cartridges are purchased, itemizing the brand and cartridge number of the comparable cartridge. A department employee will sign the ticket and indicate the budget account to be charged.

A copy of this receipt will be left with the department. The budget number and the name of the person signing the receipt must be legible. Any receipt without a budget number will be not be paid. Within seven days of the end of each month the Contractor will submit an invoice electronically by email in Excel format to the designated representative of University Computing and Communications. It will contain the details of each purchase, including date, department, budget number, cost and name of person signing the receipt, along with a summary of charges. A copy of each receipt must be kept on file at the Contractor's office in the event of a disputed charge. The invoice will be approved and forwarded to Accounts Payable for payment net 30.

Special Terms and Conditions

1. At the option of the University and acceptance by the contractor, this contract may be extended for four additional twelve (12) month periods at the same prices, terms, and conditions. Pricing may be adjusted as per the pricing sections in this bid. The initial contract period will be from date of award through June 30th of the initial contract year. Renewals will be from July 1st through June 30th of the remaining contract years. Contract shall not exceed sixty (60) months.
2. Discounts for less than 1% and for less than thirty (30) days will not be considered in making awards.
3. It shall be specifically agreed and understood that the Bidders may attend the Bid opening. They shall, whenever any award is considered, furnish specific samples for examination upon request by the University. It shall also be specifically agreed and understood that the decision of the University shall be final.
4. The University reserves the right to cancel this contract upon thirty (30) days written notice for failure of the Vendor to deliver on time, for delivery of unsatisfactory merchandise, for any unsatisfactory performance by the Vendor as determined by the University, or for convenience. This contract may be terminated by the University at any time by giving written notice **at least thirty (30) days in advance**. In such event, Contractor shall be paid under the terms of this contract for all services provided to and accepted by the University prior to the effective date of termination.
5. Vendor compliance with the attached insurance requirements is mandatory, and evidence of such compliance should be submitted with the bid.
6. The University reserves the right to award the items, separately, grouped, or on an all-or-none basis, and to reject any or all bids and to waive any informalities including technicalities in specifications that would preclude competition.
7. Fiscal Funding: The continuation of any agreement entered into as a result of this bid past the current fiscal year is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract

shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

8. Piggyback: Other Louisiana Governmental Agencies may purchase at the same terms and conditions if agreed upon by awarded bidder.

ATTACHMENT “A”

Price List

No Charge Maintenance for Printers and Copiers with Purchase of Toner

Toner Cartridges		
Item	Item desc.	Unit Price
104/C	Canon Cartridge 104, Faxphone L90/ Faxphone L120/ ImageClass MF4150/4350/4370/D480/MF4690	
106R01150	Xerox Cyan High Capacity Laser Toner Cartridge Phaser 7400 (9K)	
137/C	Canon Cartridge 137 Black Toner imageCLASS MF212w/ 216/ 229 / 236 Comp (9435B001)	
330-9523/C	Dell 113X Black Toner Cartridge 1130 / 1130n/ 1133/ 1135n Comp	
3YL61AN	HP 910 Black Ink Cartridge OfficeJet Pro 8010/8012/8014/8015/8020/8022/8023/8024/8025/8026/8028/8030	
C4096A/C	HP 96A Black Toner Print Cartridge LaserJet 2100/ 2200 Comp.	
C4127X/C	HP 27X High Yield Black Toner Print Cartridge LaserJet 4000/ 4050 Compatible	
C4182X/C/MICR	HP 82X MICR High Yield Black Toner Cartridge LaserJet 8100/ 8150 Comp.	
C7115X/C	HP 15X High Yield Black Toner Print Cartridge LaserJet 1000/ 1200/ 1220/ 3300/ 3310/ 3380 Comp.	
C8091A/C	HP Staple Cartridge 9000/9050/M630/680/725/775/806/830/855/880/4345/4540/4555/5035/C M6040/6015 Comp	
C8543X/C	HP 43X High Yield Black Toner Print Cartridge LaserJet 9000/ 9040/ 9050 Comp.	
C9730 A/C	HP 645A Black Toner Print Cartridge Color LaserJet 5500/55550 Comp.	
C9733A/C	HP 645A Magenta Toner Print Cartridge Color LaserJet 5500/ 5550 Comp.	
CC530A/C	HP 304A Black Print Cartridge Color LaserJet CP 2025/2028/CM2320mfp Comp.	
CC531A/C	HP 304A Cyan Print Cartridge Color LaserJet CP 2025/2028/CM2320mfp Comp.	
CC532A/C	HP 304A Yellow Print Cartridge Color LaserJet CP 2025/2028/CM2320 mfp Comp.	
CC533A/C	HP 304A Magenta Print Cartridge Color LaserJet CP 2025/2028/CM2320 Comp.	
CE255A/C	HP 55A Black Print Cartridge LaserJet P3015/ P3016 /3010/ M525/ M521 Comp.	
CE255X/C	HP 55X Black Print Cartridge HP LaserJet P3015/M521/M525 Comp.	
CE260A/C	HP 647A Black Toner Cartridge HP CLJ CP4025/ CP4525/CM4540 Comp.	
CE270A/C	HP 650A Black Print Cartridge HP Color LaserJet CP5525/5520/ M750 Comp	

CE271A/C	HP 650A Cyan Print Cartridge HP Color LaserJet CP5525/5520/ M750 Comp	
CE272A/C	HP 650A Yellow Print Cartridge HP Color LaserJet CP5525/5520/ M750 Comp	
CE273A/C	HP 650A Magenta Print Cartridge HP Color LaserJet CP5525/5520/ M750 Comp	
CE278A/C	HP 78A Black Print Cartridge HP LaserJet Pro P1606/ M1536 Comp.	
CE340A/C	HP 651A Black Print Cartridge HP LaserJet Enterprise 700 Color MFP M775 Comp	
CE390A/C	HP 90A Black Toner HP LaserJet M4555 MFP/ Enterprise 600 Series Printer M601 /M602 /M603 series Comp	
CE410A/C	HP 305A Black Toner Color LaserJet Pro M375 MFP/M351 400 Series / M451/ M475 MFP Series Comp.	
CE411A/C	HP 305A Cyan Toner HP Color LaserJet Pro M375 MFP/M351 400 Series / M451/ M475 MFP Series Comp.	
CE412A/C	HP 305A Yellow Toner HP Color LaserJet Pro M375 MFP/M351 400 Series / M451/ M475 MFP Series Comp.	
CE413A/C	HP 305A Magenta Toner HP Color LaserJet Pro M375 MFP/M351 400 Series / M451/ M475 MFP Series Comp.	
CE505A/C	HP 05A Black Print Cartridge LaserJet P2035/ P2030/P2055 Comp.	
CF031A/C	HP 646A Cyan Print Cartridge HP Color LaserJet CM4540 MFP Comp	
CF032A/C	HP 646A Yellow Print Cartridge HP Color LaserJet CM4540 MFP Comp	
CF033A/C	HP 646A Magenta Print Cartridge HP Color LaserJet CM4540 MFP Comp	
CF210X/C	HP 131X Black High Yield LaserJet Pro 200 Color M251/ MFP M276 Toner Cartridge Comp	
CF214X/C	HP 14X LaserJet Enterprise 700 M712/ MFP M725 Series Toner Cartridge Comp	
CF217A/C	HP 17A Black Toner Cartridge LaserJet Pro M102/ M130 Comp.	
CF230A/C	HP 30A Black Print Cartridge LaserJet M227/M203 Comp	
CF237X	HP37X Black Toner, M609, Cartridge	
CF280A/C	HP 80A Black Toner Cartridge LaserJet Pro 400 Series MFP/ M401/M425 Comp	
CF281A/C	HP 81A Black Toner Cartridge LaserJet Enterprise M630/ M604/ M605/ M606/ M625 Comp.	
CF281X/C	HP 81X Black Toner Cartridge LaserJet Enterprise M605/ M606/ M625/M630 Comp.	
CF283A/C	HP 83A Black Toner Cartridge for LaserJet Pro M125, M127 , M201, M225 Comp	
CF300A/C	HP 827A Black Toner Print Cartridge Color LaserJet M880z Comp	
CF301A/C	HP 827A Cyan Toner Print Cartridge Color LaserJet M880z Comp	
CF302A/C	HP 827A Yellow Toner Print Cartridge Color LaserJet M880z Comp	
CF303A/C	HP 827A Magenta Toner Print Cartridge Color LaserJet M880z Comp	
CF320A/C	HP 652A Black Toner Cartridge Color LaserJet Enterprise M651/ Flow M650/ M680 Comp	
CF321A/C	HP 321A Cyan Toner Cartridge Color LaserJet M680/ M675 Comp	
CF322A/C	HP 322A Yellow Toner Cartridge Color LaserJet M680/ M675 Comp	

CF323A/C	HP 323A Magenta Toner Cartridge Color LaserJet M680/ M675 Comp	
CF325X/C	HP 25X Black Toner Cartridge LaserJet M830z/ M806	
CF358A	HP 828A Black Drum Unit Color LaserJet M880z/ M855	
CF359A	HP 828A Cyan Drum Unit Color LaserJet M880z/ M855	
CF364A	HP 828A Yellow Drum Unit Color LaserJet M880z/ M855	
CF365A	HP 828A Magenta Drum Unit Color LaserJet M880z/ M855	
CF380A/C	HP 312A Black Toner Cartridge Color LaserJet MFP M476 Comp	
CF381A/C	HP 312A Cyan Toner Cartridge Color LaserJet MFP M476 Comp	
CF382A/C	HP 312A Yellow Toner Cartridge Color LaserJet MFP M476 Comp	
CF383A/C	HP 312A Magenta Toner Cartridge Color LaserJet MFP M476 Comp	
CF410A/C	HP 410A Black Toner Color LaserJet M452/ M477/ M377 Cartridge Comp	
CF410X/C	HP 410X Black Toner Color LaserJet M452/M477/M377 Cartridge Comp	
CF411A/C	HP 410A Cyan Toner Color LaserJet M452/ M477/ M377 Cartridge Comp	
CF411X/C	HP 410X Cyan Toner Color LaserJet M452/M477/377 Cartridge Comp	
CF412A/C	HP 410A Yellow Toner Color LaserJet M452/ M477/ M377 Cartridge Comp	
CF412X/C	HP 410X Yellow Toner Color LaserJet M452/M477/M377 Cartridge Comp	
CF413A/C	HP 410A Magenta Toner Color LaserJet M452/ M477/ M377 Cartridge Comp	
CF413X/C	HP 410X Magenta Toner Color LaserJet M452/M477/M377 Cartridge Comp	
CN045AN	HP 950XL Black Ink HP Officejet Pro 8600e/8610/8620/8630	
CN046AN	HP 951XL Cyan Ink HP Officejet Pro 8600e/8610/8620/8630e	
CN047AN	HP 951X Magenta Ink HP Officejet Pro 8600e/8620/8630e	
CN048AN	HP 951XL Yellow Ink HP Officejet Pro 8600e/8620/8630e	
Q1338A/C	HP 38A Black Toner Cartridge LaserJet 4200 Comp.	
Q2612A/C	HP 12A Black Toner Print Cartridge LJ 1010/ 1012/1015/1018/1020/1022/3030/3052/3050/3055 Comp.	
Q2613X/C	HP13X High Yield Black Toner Print Cartridge LaserJet 1300 Comp.	
Q5942A/C	HP42A Black Toner Print Cartridge LaserJet 4240/4250/4350	
Q5945A/C	HP 45A Black Toner Print Cartridge LaserJet M4345mfp/4345mfp Comp.	
Q5949A/C	HP 49A Black Toner Print Cartridge LaserJet 1160/1320/3390/3392 Comp.	
Q5950A/C	HP 643A Black Toner Print Cartridge Color LaserJet 4700 Comp.	
Q5951A/C	HP 643A Cyan Toner Print Cartridge Color LaserJet 4700 Comp.	
Q5952A/C	HP 643A Yellow Toner Print Cartridge Color LaserJet 4700 Comp.	
Q5953A/C	HP 643A Magenta Toner Print Cartridge Color LaserJet 4700	
Q6460A/C	HP 644A Black Toner Print Cartridge Color LaserJet 4730mfp Comp.	
Q6461A/C	HP 644A Cyan Toner Print Cartridge Color LaserJet 4730 mfp Comp.	
Q6462A/C	HP 644A Yellow Toner Print Cartridge Color LaserJet 4730mfp Comp.	
Q6463A/C	HP644A Magenta Toner Print Cartridge Color LaserJet 4730mfp Comp.	

Q6472A/C	HP 502A Yellow Toner Print Cartridge Color LaserJet 3600 Comp.	
Q6473A/C	HP 502A Magenta Toner Print Cartridge Color LaserJet 3600 Comp.	
Q7581 A/C	HP 503A Cyan Toner Print Cartridge Color LaserJet 3800/CP3505 Comp	
128/C	Canon Cartridge 128 Black Toner Image Class MF4570dn/MF4450/MF4770/4880/D550/D530 Comp (3500B001AA)	
330-2667/C	Dell (3302650) High Yield Black Toner Cartridge 2330D/2330DN/2350D/2350DN Comp.	
C2P05AN	HP62XL Black Ink Cartridge Envy 5540/5640/5642/5660/7640/OfficeJet 5740/5742/5744/5745/8040/8045	
C2P07AN	HP 62XL Color Ink Cartridge Envy 5540/5640/5642/5660/7640/OfficeJet 5740/5742/5744/5745/8040/8045	
C9731A/C	HP 645A Cyan Toner Print Cartridge Color LaserJet 5500/5550 Comp.	
C9732A/C	HP 645A Yellow Toner Print Cartridge LaserJet 5500/5550 Comp.	
CB323WN	HP 564XL Cyan Ink Cartridge Photosmart C6350/C6380/D5445/D5460/D7560/6520/7520/C309	
CE390X/C	HP 90X Black Toner HP LaserJet M4555 MFP/Enterprise 600 Series Printer M602/M603 series Comp.	
CF219A	HP Drum Unit LaserJet Pro M102/M130	
CF226A/C	HP 26A Black Toner Cartridge LaserJet Pro 400 Series M402/M426 Comp.	
DR310CL	Brother Drum Unit HL-4150/4570/MFC-9460/9560/9970	
F6U19AN	HP 952XL Black Ink Cartridge OfficeJet Pro 7740/8210/8216/8710/8720/8730/8740	
L0S61AN	HP 952XL Cyan Ink Cartridge OfficeJet Pro 7740/8210/8216/8710/8720/8730/8740	
L0S64AN	HP 952XL Magenta Ink Cartridge OfficeJet Pro 7740/8210/8216/8710/8720/8730/8740	
L0S67AN	HP 952XL Yellow Ink Cartridge OfficeJet Pro 7740/8210/8216/8710/8720/8730/8740	
Q2610A/C	HP 10A Black Toner Cartridge LaserJet 2300 Comp.	
Q6470A/C	HP 501A Black Toner Print Cartridge Color LaserJet 3600/3800/CP3505 Comp.	
Q6471A/C	HP 502A Cyan Toner Print Cartridge Color LaserJet 3600 Comp.	
Q7551A/C	HP 51A Black Toner Print Cartridge LaserJet P3005/M3035mfp/M3027mfp Comp.	
Q7553A/C	HP 53A Black Toner Print Cartridge LaserJet P2015/P2014/M2727 mfp Comp.	
Q7560A/C	HP 314A Black Toner Print Cartridge Color LaserJet 2700/3000 Comp.	
Q7561A/C	HP 314A Cyan Toner Print Cartridge Color LaserJet 2700/3000 Comp.	
Q7562A/C	HP 314A Yellow Toner Print Cartridge Color LaserJet 2700/3000 Comp.	
Q7563A/C	HP 314 Magenta Toner Print Cartridge Color LaserJet 2700/3000 Comp.	
Q7570A/C	HP 70A Black Toner Print Cartridge HP LaserJet M5035mfp/M5025mfp Comp.	
Q7582A/C	HP 503A Yellow Toner Print Cartridge Color LaserJet 3800/CP3505 Comp.	
TN210BK/C	Brother Black Toner Cartridge HL-3040CN, HL-3070CW, MFC-9010CN, MFC-9120CN, MFC-9320CW Comp	

TN210M/C	Brother Magenta Toner Cartridge HL-3040CN, HL-3070CW, MFC-9010CN, MFC-9120CN, MFC-9320CW Comp.	
TN315BK/C	Brother HY Black Toner HL-4150/4570/MFC-9460/9560/9970 Comp.	
TN315C/C	Brother HY Cyan Toner HL-4150/4570/MFC-9460/9560/9970 Comp.	
TN315M/C	Brother HY Magenta Toner HL-4150/4570/MFC-9460/9560/9970 Comp.	
TN315Y/C	Brother HY Yellow Toner HL-4150/4570/MFC-9460/9560/9970 Comp.	
W2110X	HP206X, Black Toner, M255, M283(printer/mfp)	
W2111X	HP 206X, Cyan Toner, M255, M283 (printer/mfp)	
W2112X	HP206X, Yellow Toner, M 255, M283 (printer/mfp)	
W2113X	HP206X, Magenta Toner, M 255, M283 (printer mfp)	
W2020A	HP414A, Black Toner, M454, M479 (printer/mfp)	
W2021A	HP414A, Cyan Toner, M454, M479 (printer, mfp)	
W2022A	HP414A, Yellow Toner, M454, M479 (printer, mfp)	
W2023A	HP414A, Magenta Toner, M454, M479 (printer, mfp)	

ATTACHMENT “B”

Payments to Current Contractor:

7/1/22 thru 2/1/23 - Estimated Amount Paid to Contractor - \$33,489.95

7/1/21 thru 6/30/22 – Estimated Amount Paid to Contractor - \$56,912.61

Estimated Number of Printers Currently at the University:

UNO Owned

Single Function Black and White Printers – 133

Single Function Color Printers – 49

Multi Function/Copiers B&W Devices – 4

Multi Function/Copiers Color Devices – 4

Inkjet Printers – 20

UNO Loaner Equipment

Single Function Black and White Printers – 54

Single Function Color Printers – 25

Multi Function/Copiers B&W Devices – 104

Multi Function/Copiers Color Devices – 38

ATTACHMENT “C”

INSURANCE REQUIREMENTS FOR CONTRACTORS

The Contractor shall purchase and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors.

A. MINIMUM SCOPE AND LIMITS OF INSURANCE

1. **Workers Compensation**

Workers Compensation insurance shall be in compliance with the Workers Compensation law of the State of the Contractor's headquarters. Employers Liability is included with a minimum limit of \$1,000,000 per accident/per disease/per employee. If work is to be performed over water and involves maritime exposure, applicable LHWCA, Jones Act, or other maritime law coverage shall be included. A.M. Best's insurance company rating requirement may be waived for workers compensation coverage only.

2. **Commercial General Liability**

Commercial General Liability insurance, including Personal and Advertising Injury Liability and Products and Completed Operations, shall have a minimum limit per occurrence of \$1,000,000 and a minimum general annual aggregate of \$2,000,000. The Insurance Services Office (ISO) Commercial General Liability occurrence coverage form CG 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. Claims-made form is unacceptable.

3. **Automobile Liability**

Automobile Liability Insurance shall have a minimum combined single limit per accident of \$1,000,000. ISO form number CA 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. This insurance shall include third-party bodily injury and property damage liability for owned, hired and non-owned automobiles.

B. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and accepted by the Agency. The Contractor shall be responsible for all deductibles and self-insured retentions.

C. OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

1. Commercial General Liability and Automobile Liability Coverages

- a. The Agency, its officers, agents, employees and volunteers shall be named as an additional insured as regards negligence by the contractor. ISO Forms CG 20 10 (for ongoing work) AND CG 20 37 (for completed work) (current forms approved for use in Louisiana), or equivalents, are to be used when applicable. The coverage shall contain no special limitations on the scope of protection afforded to the Agency.
- b. The Contractor's insurance shall be primary as respects the Agency, its officers, agents, employees and volunteers for any and all losses that occur under the contract. Any insurance or self-insurance maintained by the Agency shall be excess and non-contributory of the Contractor's insurance.

2. Workers Compensation and Employers Liability Coverage

To the fullest extent allowed by law, the insurer shall agree to waive all rights of subrogation against the Agency, its officers, agents, employees and volunteers for losses arising from work performed by the Contractor for the Agency.

3. All Coverages

- a. All policies must be endorsed to require 30 days written notice of cancellation to the Agency. Ten-day written notice of cancellation is acceptable for non-payment of premium. Notifications shall comply with the standard cancellation provisions in the Contractor's policy. In addition, Contractor is required to notify Agency of policy cancellations or reductions in limits.
- b. The acceptance of the completed work, payment, failure of the Agency to require proof of compliance, or Agency's acceptance of a non-compliant certificate of insurance shall not release the Contractor from the obligations of the insurance requirements or indemnification agreement.
- c. The insurance companies issuing the policies shall have no recourse against the Agency for payment of premiums or for assessments under any form of the policies.
- d. Any failure of the Contractor to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, agents, employees and volunteers.

D. ACCEPTABILITY OF INSURERS

1. All required insurance shall be provided by a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located. Insurance shall be placed with insurers with an A.M. Best's rating of **A-:VI or higher**. This rating requirement may be waived for workers compensation coverage only.
2. If at any time an insurer issuing any such policy does not meet the minimum A.M. Best rating, the Contractor shall obtain a policy with an insurer that meets the A.M. Best rating and shall submit another Certificate of Insurance within 30 days.

E. VERIFICATION OF COVERAGE

1. Contractor shall furnish the Agency with Certificates of Insurance reflecting proof of required coverage. The Certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Certificates are to be received and approved by the Agency before work commences and upon any contract renewal or insurance policy renewal thereafter.
2. The Certificate Holder Shall be listed as follows:

State of Louisiana
University of New Orleans, Its Officers, Agents, Employees and Volunteers
2000 Lakeshore Drive, New Orleans, LA 70148
Contract #:
3. In addition to the Certificates, Contractor shall submit the declarations page and the cancellation provision for each insurance policy. The Agency reserves the right to request complete certified copies of all required insurance policies at any time.
4. Upon failure of the Contractor to furnish, deliver and maintain required insurance, this contract, at the election of the Agency, may be suspended, discontinued or terminated. Failure of the Contractor to purchase and/or maintain any required insurance shall not relieve the Contractor from any liability or indemnification under the contract.

F. SUBCONTRACTORS

Contractor shall include all subcontractors as insureds under its policies OR shall be responsible for verifying and maintaining the Certificates provided by each subcontractor. Subcontractors shall be subject to all of the requirements stated herein. The Agency reserves the right to request copies of subcontractor's Certificates at any time.

G. WORKERS COMPENSATION INDEMNITY

In the event Contractor is not required to provide or elects not to provide workers compensation coverage, the parties hereby agree that Contractor, its owners, agents and employees will have no cause of action against, and will not assert a claim against, the State of Louisiana, its departments, agencies, agents and employees as an employer, whether pursuant to the Louisiana Workers Compensation Act or otherwise, under any circumstance. The parties also hereby agree that the State of Louisiana, its departments, agencies, agents and employees shall in no circumstance be, or considered as, the employer or statutory employer of Contractor, its owners, agents and employees. The parties further agree that Contractor is a wholly independent contractor and is exclusively responsible for its employees, owners, and agents. Contractor hereby agrees to protect, defend, indemnify and hold the State of Louisiana, its departments, agencies, agents and employees harmless from any such assertion or claim that may arise from the performance of this contract.

H. INDEMNIFICATION/HOLD HARMLESS AGREEMENT

1. Contractor agrees to protect, defend, indemnify, save, and hold harmless, the University of New Orleans, its officers, agents, servants, employees, and volunteers, from and against any and all claims, damages, expenses, and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur, or in any way grow out of, any act or omission of Contractor, its agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by Contractor as a result of any claims, demands, suits or causes of action, except those claims, demands, suits, or causes of action arising out of the negligence of the University of New Orleans, its officers, agents, servants, employees and volunteers.
2. Contractor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, suits, or causes of action at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims, demands, suits, or causes of action are groundless, false or fraudulent. The University of New Orleans may, but is not required to, consult with the Contractor in the defense of claims, but this shall not affect the Contractor's responsibility for the handling of and expenses for all claims.

INDEMNIFICATION AGREEMENT

The _____ {Contractor/Lessee} agrees to protect, defend, indemnify, save, and hold harmless, the University of New Orleans, its officers, agents, servants, employees, and volunteers, from and against any and all claims, damages, expenses, and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur, or in any way grow out of, any act or omission of _____ {Contractor/Lessee}, its agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by _____ {Contractor/Lessee} as a result of any claims, demands, suits or causes of action, except those claims, demands, suits, or causes of action arising out of the negligence of the University of New Orleans, its officers, agents, servants, employees and volunteers.

_____ {Contractor/Lessee} agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, suits, or causes of action at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims, demands, suits, or causes of action are groundless, false or fraudulent. The University of New Orleans may, but is not required to, consult with the Contractor in the defense of claims, but this shall not affect the Contractor's responsibility for the handling of and expenses for all claims.

Accepted by _____
Company Name

Signature

Title

Date Accepted _____

Is Certificate of Insurance Attached? _____ Yes _____ No

Contract No. _____ for the University of New Orleans

PURPOSE OF

CONTRACT: _____

